



PARKS AND RECREATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	PARKS AND RECREATION, DEPARTMENT OF	RELEASE DATE:	Tuesday, May 25, 2010
POSITION TITLE:	CEA , Chief, Off-Highway Motor Vehicle Recreation Division	FINAL FILING DATE:	Tuesday, June 8, 2010
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 8,616.00 / Month	BULLETIN ID:	05252010_4

POSITION DESCRIPTION

The Chief, Off-Highway Motor Vehicle Recreation (OHMVR) Division reports to the Deputy Director, OHMVR Division and serves as an assistant to the Deputy Director. This position reports to, advises and assists the Deputy Director for OHMVR Division and plans, organizes and provides assistance in oversight of the major field support programs within the OHMVR Division. Under the direction of the Deputy Director, the position directly supervises five field District Superintendents and headquarters staff. With approval from the Deputy Director, the position develops, interprets, and implements policy regarding all aspects of the Off-Highway Vehicle (OHV) programs including planning, organizing, direction and reviewing statewide programs in all visitor services and maintenance services activities including law enforcement activities involving patrol and protection, real property management, resource management, information and interpretation safety, public facility operations, facility maintenance and technical services. This position acts as a member of the Director's key policy committee and participates in the development, implementation, and evaluation of statewide departmental policies in these program areas. The position represents the Division on Department committees, task forces, study groups, etc.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience

which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA , Chief, Off-Highway Motor Vehicle Recreation Division** , with the **PARKS AND RECREATION, DEPARTMENT OF** . Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application, screening process and Statement of Qualifications evaluation by a departmental evaluation committee. The committee will screen the applications on the basis of background and managerial potential. Hiring interviews may be conducted with only the most qualified candidates. Applications submitted without a Statement of Qualifications will be rejected from this examination.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and not exceed three pages in length with a font no smaller than 10 pitch.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

PARKS AND RECREATION, DEPARTMENT OF, Examination Unit
1416 9th Street, Room 1018, Sacramento, CA 95814
Linda Stott | (916) 653-6644 | lstot@parks.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the

performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The PARKS AND RECREATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>